



## Employment Vacancy Announcement

<b>No</b>	15 -12
<b>Position</b>	Plumber – Class III
<b>Opening date</b>	June 11, 2015
<b>Closing date</b>	June 26, 2015
<b>Working Hours</b>	Full time – 40 hours/week, Monday to Friday
<b>Salary</b>	<b>Full time:</b> Not Ordinarily Resident: US\$32,498.00 p.a. (starting salary) (Position Grade: FP-09 to be confirmed by Washington)  Ordinarily Resident: FJ\$17,788.00 p.a. (starting salary) (Position grade: LE-05)
<b>Length of Hire</b>	Permanent Position

The Management Office at the U.S. Embassy, Suva is seeking an individual for the position of **Plumber – Class III** to be based in the Facility Management Section.

### **BASIC FUNCTION OF THE POSITION**

Incumbent is responsible for performing hands-on repair of, and preventative maintenance on, assigned parts of the water treatment equipment, water distribution systems and plumbing components. This includes diagnosing, adjusting, installing, repairing and re-programming electronic controllers found on these systems.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Repair and Maintenance of Plumbing Systems**

Incumbent performs regularly scheduled and comprehensive maintenance on the waste water treatment plant.

Incumbent maintains and repairs the potable water distribution system to all buildings starting from the output of the domestic water plumps.

The incumbent repairs and maintains all sanitary equipment located at the Chancery, CMR, and designated Operating Lease properties.

The incumbent assists MED with periodic water testing, to include chlorine adjustments and testing.

The incumbent repairs and maintains the non-electrical food service equipment in the cafeteria. The incumbent covers the duties of the Class-II plumber on a back-up basis.

Incumbent monitors Embassy's water usage and the incoming water from the city in order to have a continuous water supply on the compound. Incumbent also performs water quality checks on a weekly basis.

Included in maintenance and repair activities are diagnoses, disassembly, adjustments, controller programming, equipment repairs, installation and replacement of defective parts and components on plumbing equipment and water systems. This work is done on systems such as the waste water treatment, domestic water treatment (which includes the water softening, filtering and chlorination processes), the domestic water distribution system which includes booster pumps and piping, faucets and valves on the sewers systems and ejectors, fixtures including electronic faucets, water heaters, gauges, electronic controls, solenoids and sensors on faucets and toilets.

Incumbent is required to monitor stocks of operational supplies and repair parts and advise the Mechanical Foreman what parts are required to maintain adequate stock and service levels. Also, the incumbent is responsible for reporting usage of all operational supplies and spares on work orders and keeping the Mechanical Foreman updated on the status of all work assignments.

Incumbent may be required to assist other skilled mechanics and technicians, on an as needed basis.

### **Other Duties**

Incumbent maintains appropriate inventory records of all assigned plumbing tools.

Incumbent may be required to perform unscheduled emergency repair or emergency maintenance work on the plumbing systems as needed. Incumbent may also be required to assist other technicians in performing other unscheduled emergency repair work as needed.

Incumbent may be required to perform labor or other duties as may be required by the Facility Manager, such as assisting with general cleaning and setting-up facilities for various Embassy formal events.

Incumbent may be required to perform any other duties which may be assigned.

### **Designated Money Holder**

Incumbent is a designated money holder in accordance with 4FAM 392.2 and is required to account for any advances within 24 hours of receipt. Incumbent is personally responsible to the Cashier for any funds received in advance.

## **Required Qualifications:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item**

- Completion of secondary school is required.
- A Fiji Tradesman certificate in plumbing – Class III is required.
- Level III (Good Working Knowledge) Speaking/Reading/Writing English is required.
- Knowledge of basic water purification equipment together with its operation, installation, maintenance and repair is required. Knowledge of accepted trade practices and safety procedures and materials used in piping installations is required.
- Ability to use all the tools of the plumbing trade and the ability to follow manufacturer's technical manuals and warranty information is required. A valid Fiji driving license is required.

## **Selection Process**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **Additional selection criteria**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.

- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- The candidate must be able to obtain and hold a Security Clearance.

### **To apply**

Interested applicants for this position **must** submit the following for consideration of the application:

- Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) which is available via Embassy web site or e-form; or
- A combination of both; i.e. Sections 1 - 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
- A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); plus
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he **must** provide the following information equal to what is found on the UAE. Failure to do so will result in an incomplete application.

- Position Title
- Position Grade
- Vacancy Announcement Number (if known)
- Dates Available for Work
- First, Middle, & Last Names as well as any other names used
- Current Address, Day, Evening, and Cell phone numbers
- U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)

- U.S. Social Security Number and/or Identification Number
- Eligibility to work in the country (Yes or No)
- Special Accommodations the Mission needs to provide
- If applying for position that includes driving a U.S. Government vehicle,
- Driver's License Class /Type
- Days available to work
- List any relatives or members of your household that work for the U.S.
- Government (include their Name, Relationship, & Agency, Position, Location)
- U.S. Eligible Family Member and Veterans Hiring Preference
- Education
- License, Skills, Training, Membership, & Recognition
- Language Skills
- Work Experience
- References

Submit application to

- Address

Human Resources Office  
Embassy of the United States of America  
158 Princes Road, Tamavua  
Suva, Fiji

Or

- Email

[HROSuva@state.gov](mailto:HROSuva@state.gov)

## **DEFINITIONS**

- **Eligible Family Member (EFM):**

An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

- **US Citizen Eligible Family Member (USEFM):**

For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

- **Appointment Eligible Family Member (AEFM):**

EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity.
- Member of Household (MOH):  
An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
    - Not an EFM; and,
    - Not on the travel orders of the sponsoring employee; and,
    - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

- Not Ordinarily Resident (NOR) – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (OR, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

- Ordinarily Resident (OR) – A Foreign National or US citizen who:
  - Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Closing Date for this position: June 26, 2015

The US Mission in Fiji provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.